

STEELCASE TURN-KEY CONTRACT

PROCEDURE FOR OBTAINING NEW FURNITURE

1. DETERMINE NEED FOR NEW FURNITURE:

- a) Ergonomic evaluation
- b) Replace old or damaged furniture
- c) Move to new location
- d) Accommodate new hire
- d) Accommodate new equipment

2. CALL, FAX, OR E-MAIL REQUEST TO FACILITIES WORK REQUEST CENTER (WRC):

- Phone: 6274
- FAX: 7805
- E-Mail: wrc@lbl.gov
- Web: Site Index - Facilities - Work Request Center

Request must include requester's name, phone and fax number; location of project (building and room number); account number; and brief description of scope.

3. REQUEST WILL BE ACKNOWLEDGED WITHIN 48 HOURS.

4. REQUEST WILL BE PROCESSED:

a) No Design Work Required:

- "Request for Furniture Delivery" form with a quote and estimated delivery date will be faxed to the requester for approval and account authorization signature.
- Requester will FAX the signed "Request for Furniture Delivery" form to the FAX number shown on the form. Revisions to the order which change the Quote Total will require a re-submittal of the "Request for Furniture Delivery" form.
- Requester can obtain a status report by calling the toll free number shown on the "Request for Furniture Delivery" form.
- Requester will be notified when the furniture is ready for delivery and installation.

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b) Design Work or Clarification Required:

- Facilities Space Planner (SP) will contact requester to determine the scope.
- SP will develop furniture layout for requester's review and approval.
- SP will provide assistance in color and finish selection.
- "Request for Furniture Delivery" form with final specifications and quote will be faxed to the requester for approval and account authorization signature.
- Requester will FAX the signed "Request for Furniture Delivery" form to the FAX number shown on the form. Revisions to the order which change the Quote Total will require a re-submittal of the "Request for Furniture Delivery" form.
- Requester can obtain a status report by calling the toll free number shown on the "Request for Furniture Delivery" form.
- Requester will be notified when the furniture is ready for delivery and installation.
- Facilities Small Projects Group (SPG) will coordinate additional work that may be required (electrical/data outlets, seismic bracing, removal of existing furniture, etc.) and keep requester informed on schedule and additional cost. SPG will coordinate the interface of the LBNL work with delivery and installation of furniture.

5. IMPORTANT: SEE "STEELCASE TURN-KEY PROCUREMENT SYSTEM SUMMARY" FOR DESCRIPTION OF SERVICES AND EXCLUSIONS.